

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:050-499

Quotations are Due By:

(Eastern Time)10:00 AM on 02/09/2023

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: Post-it Routing Pads

QUANTITY: 250 pads of 50 Sheets per pad; 12,500 Total sheets.

SUBCONTRACTING: The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), does not apply to this procurement.

NOTE: Prior to award, bidders must send a specification sheet, photo, or web link that clearly shows how the product offered complies with the features below (includes, size, color, material type ...etc.). Government to approve/disapprove within 1 workday from receipt.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team on 202-512-0743.

TRIM SIZE: 4 x 4"

SCHEDULE:

Furnished Material will be available for pickup by 02/10/2023

Deliver complete (to arrive at destination) by 02/17/2023

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

TIME CRITICAL:

****Delivery MUST be received by 2/17/23.****

Notify sforster@gpo.gov and cduncan@gpo.gov of the delivery status at the time of shipment to meet the at destination delivery date.

This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 1-18) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

DIGITAL PRINTING ACCEPTABLE.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 bit or 600 x 600 x 4 bit depth technology.

PRODUCT: 250 Pads of 50 sheets per pad (Agency will accept overruns, such as 500 pads, at no additional cost to the government).

TRIMMED SIZE: 4 x 4".

PRINTING: Prints type/rule matter on the face in black ink.

PADDING: Each sheet to have an approx. 1/2" wide self-stick strip (similar or equal to 3M's "Post-it notes"), along the entire 4" top dimension on the back. The glue is to contain a re-usable pressure sensitive (re-stickable and repositional) adhesive. Deliver in pads of 50 with suitable backing sheet behind each pad. Adhesive to be equal to 3M's "Post-it" adhesive.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

MATERIAL FURNISHED: Contractor to receive. Via email after award.

One (1) Purchase Order

One (1) PDF file for production (Adobe Acrobat Pro DC 19.12.20034)

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* A63, Uncoated Colored Text, Basis Size 25 X 38", 60 lbs.

Must be in accordance with JCP Paper Specification Standards in effect on date of this order. Equal or similar to Repositionable style note pad ("3M Post-it"). All text paper used in each copy must be of a uniform shade. Order must be produced on only yellow colored paper.

NOTE: Yellow paper MUST be used. It is not acceptable to flood coat a white sheet with a solid color.

COLOR OF INK:

Black.

PRINT PAGE: One Side Only

MARGINS:

Adequate gripper. Follow electronic file.

PROOFS:

None required.

BINDING:

"See Description"

PACKING:

Shrink-wrap in suitable units. Pack suitably in cartons and shipping containers NTE 40 lbs. to ensure pads are not damaged during shipment.

Note: Mark ALL CARTONS WITHE THE FOLLOWING INFORMATION

JOB TITLE: SENATE LEGISLATIVE OFFICES 4 X 4 ADHESIVE NOTEPADS

Requisition: 2023-0524

Jacket: 050-499

Quantity: _____

Number of Boxes: Ex. Box 1 of 4, Box 2 or 4...

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforster@gpo.gov and cc: cduncan@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 050-499, Requisition# 2023-0524. The notice must provide all applicable tracking numbers, shipping method, and Title.

Deliver 250 pads via traceable means to: U.S. Government Publishing Office, 44 H St. NW., Washington, DC 20401, Congressional Publishing, Room C-730, Attn: Shirley Forster; label for redistribution to SH-B04 Hart Bldg; Attn: Laura Rush.

Deliver 1 sample pad via traceable means to: USGPO, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, room C-730, Attn: Shirley Forster.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE